



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS



Request For Proposals

Tech Prep Grants 2009 - 2010
Year One : Planning Grant Proposal



The Carl D. Perkins Career and Technical Education Improvement Act of 2006
2009 - 2010 Indiana Career and Technical Education

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To: Area Vocational Directors

From: Teresa Voors, Commissioner

Re: Carl D. Perkins Career and Technical Education Improvement
Act of 2006 – 2009/2010 Tech Prep “Year 1 Planning” (non-PLTW) RFP

Date: February 19, 2009

The Indiana Department of Workforce Development (DWD) is pleased to announce the availability of federal Tech Prep funds to Indiana Area Vocational Directors (AVDs). The purpose of this Request for Proposal (RFP) is to solicit proposals from consortia comprised of area vocational districts, secondary and postsecondary institutions and business and employer partners for the planning and implementation of projects that meet the requirements outlined in the Carl D. Perkins Career and Technical Improvement Act of 2006.

Included in these efforts are projects that will prepare students for educational and employment demands of the 21st Century. When combined with rigorous academic curricula, these technical education projects will prepare students for a successful postsecondary transition and, further, students who are well prepared for postsecondary education and employment.

The attached RFP provides detailed information to apply for these funds. All eligible recipients are encouraged to review this RFP and apply for participation in this program. For additional information, please contact Fannie Cox at 317-232-7355 or at fcx@dwd.in.gov.

Attachment

Executive Summary

The Indiana Department of Workforce Development (DWD) is pleased to announce the availability of funding for the 2009/2010 school year for new “Tech Prep Planning” (non-PLTW) projects. The purpose of the Request for Proposal is to provide funding to local Consortia, led by Area Vocational Directors, who will be responsible for specific Tech Prep projects that meet the Perkins’ IV definition of Career and Technical Education.

All Tech Prep programs must:

- Be carried out under an articulation agreement between all members of the consortium;
- Consist of at least two years of secondary and 2 years of postsecondary education;
- Utilize work-based and worksite learning experiences, where possible;
- Lead to technical skill proficiency, an industry-recognized credential or a degree in a specific career field;
- Lead to placement in high-skill or high-wage employment or further education;
- Utilize CTE Programs of Study whenever practical;
- Meet the academic standards set by the State of Indiana;
- Link secondary and postsecondary education institutions through articulation agreements, dual enrollment and work-based learning experiences;
- Use educational technology and distance learning, as appropriate, to more fully involve all consortia participants;
- Include professional development for teachers, faculty, administrators and counselors;
- Provide equal access to special populations;
- Provide for preparatory services to assist Tech Prep participants;
- Coordinate with activities conducted under the Basic State Grant.

It is the intent of the DWD to fund Tech Prep projects for four years at the secondary level, including Year 1 Planning projects. Expectations for activities appropriate for a planning grant include, for instance, site visits, professional development activities, curriculum development and alignment work toward the completion of dual credit and articulation agreements, planning meetings, career guidance program and activities, etc., that will position the site for a smooth program implementation. By the conclusion of the fourth year of transformation, it is expected that schools will produce outcomes for students that include:

- Improved graduation rates
- Improved attendance
- Improved college going rate (2 year and 4 year)
- Fewer discipline problems
- Increased attainment of dual credits
- Provide technical preparation in a career field
- Less postsecondary remediation
- Increased rates of postsecondary education in STEM related fields

Eligible Applicants

Applications must be prepared and submitted by a consortium. To be eligible for this grant opportunity, a consortium must include, at a minimum, one member in each of the following three categories:

- 1) a local education agency (LEA), an intermediate educational agency, educational service agency, or area vocational district serving secondary schools;
- 2) (a) regionally accredited institution of higher education that offers a two-year associate degree program, or a two-year postsecondary apprenticeship program, certificate or licensure, or (b) a proprietary institution of higher education that offers a two-year associate degree program, or (c) four-year institutions offering a baccalaureate degree program;
- 3) Business/employer or consortium of employers that require high- skill/high-wage employees.

Consortia may also and are encouraged to include one or more of the following:

- 1) labor organizations;
- 2) employer organizations;
- 3) economic development organizations;
- 4) community-based organizations, and,
- 5) additional members such as parent/guardian, students, and counselors.

Grant Proposal Timeline

February 20, 2009	Availability of funding announced
March 20, 2009	Planning Proposals due
April 17, 2009	Award notifications
July 1, 2009	Grant Start Date
December 31, 2009	First Progress Narrative due
May 14, 2010	Second Progress Narrative due
	Signed Articulation Agreement
June 30, 2010	Grant End Date
August 13, 2010	Fiscal Close-out Packet due

Grant Period

The grant period is 12 months and will begin on July 1, 2009 or completion of the State signature process, whichever comes later, and end on June 30, 2010.

Award Amount

The award amount for Planning Grants is \$10,000.

Award Notification

Notification of grant award will be announced on or before April 17, 2009.

Grant Proposal Format

All proposals must be submitted on standard 8.5 x 11 paper, organized in the following format, must be 12 point type, with 1.5 line spacing, a minimum of 1 inch margins, and printed on one side only. Proposals should not be more than 8 typed pages, **excluding** appendices.

- a. Cover Page
- b. Five (5)-Year Consortium Application/Plan*
- c. Program Design
- d. Course Sequence
- e. Budget Narrative
- f. Budget Form
- g. Signed Consortium Agreement

***Please Note:** If a 5-Year Consortium Plan was submitted for the previous grant cycle, 2008-2009, and the proposal was funded, a 5-Year Plan for this grant cycle is not required. Check the DWD website for a listing.

Grant Proposal Review

Grant proposals will undergo a technical review upon submission to ensure completeness. Incomplete proposals will be considered inappropriate proposals and will not be scored.

A review committee consisting of DWD/Career and Technical Education (DWD-CTE) and its stakeholders will evaluate proposals. Reviewers will assign numerical scores and prepare comments. Each proposal will be scored against a predetermined set of parameters as outlined in the RFP. To receive funding, a proposal must receive a combined average score of 70 out of 100 points. Final approval for an award will be determined by DWD-CTE.

When making decisions about awards, DWD-CTE reserves the right to take into consideration geographic distribution and demonstrated readiness.

DWD-CTE reserves the right to fund or not fund consortia that were previously funded. Funding and the level of funding will be based on the quality and appropriateness of the information submitted. No appeals process is in place. Recommendations are final.

Data Submission and Reporting

Each award recipient must agree to submit a progress narrative covering the period July 1, 2009 to December 18, 2009 by December 31, 2009. The final report narrative is due by May 14, 2010. Signed Articulation Agreements are also due by May 14, 2010. Applicants must commit to provide any other data to DWD-CTE that might be pertinent to the success of the program.

Note: Funding reimbursements may be delayed or a repayment requested if reporting requirements are not met as indicated in the above-referenced timelines.

Use of Funds

Each proposal must detail costs of each item and how calculated. Use of funds is consistent with legislation outlined in the Perkins Act of 2006.

Funds may be used in the following ways for secondary and postsecondary recipients. Costs must be broken down by cost per unit and include the final calculation of final costs.

- Administration – not more than 5% of total amount requested
- Salaries/benefits: i.e., stipends for professional development, common planning time for teachers and faculty. It is strongly recommended that not more than 50% of the budgeted amount is spent on this line item;
- Contract services – may include consultants, stipends, software lease, etc.
- Materials and supplies – breakdown requested items by cost, number to be purchased and total.
- Equipment – breakdown requested items by cost, number to be purchased, and total.
- Professional development – i.e., conference and registration fees,
- Travel – State travel guidelines must be followed when calculating travel, meals, and lodging:
 - mileage is calculated at the rate of \$.44/mile;
 - in-state hotel rate is \$89; \$93 for Indianapolis, plus tax maximum. Out-of-state rate is at best available rate.
 - In-state per meal diem is \$26/day (\$6.50 for breakfast and lunch and \$13.00 for dinner);
 - Out-of-state meal per diem is \$32/day (\$8.50 for breakfast and lunch and \$16.00 for dinner).

Some non-allowable uses include the following:

- Student expenses or direct assistance to students, i.e., pens, pencils, t-shirts, bags, tuition, fees, books
- Capital expenditures
- Furniture including desks, tables, cabinets
- Entertainment
- Awards and memorabilia
- Individual memberships, including memberships or anything relating to lobbying
- Fines and penalties
- General advertising, advertising/recruitment campaign, fundraising
- Car rental
- Consumable materials and supplies
- Expenses that supplant
- Contribution and donations
- General administration apart for program administration

Grant Proposal Submission

Six un-bound copies of the proposal are due by 4:30, Friday, March 20, 2009. These should be mailed to:

Jessica Stevens
Indiana Department of Workforce Development
10 North Senate Avenue, SE203
Indianapolis, IN 46204

Grant Selection Criteria

Indiana Career and Technical Education 2009/2010 Tech Prep “Planning” (non-PLTW) Grant Proposal

Schools that are in the visionary/beginning phase of starting a pathway will utilize this planning grant period to conduct activities that will result in a plan that will lead to the implementation of a Tech Prep Program of Study.

Priority will be given to those proposals that clearly and definitively outline activities that will result in an implementation that meets the requirements of Perkins' IV legislation. These funds cannot be used to upgrade existing Tech Prep pathways/programs, to implement Project Lead the Way (PLTW) Pre-engineering or Biomedical Science courses or programs. Local programs of study should be within those career pathways recognized by the Indiana Department of Education and Indiana Department of Workforce Development as State recognized Programs of Study as published at <http://www.doe.state.in.us/octe/facs/CrrClstrGrid.html#16CCs> or www.careerclusters.org.

Minimum Requirements

Please respond to the following questions. While it is anticipated that responses to the following will be concise, it is also anticipated that responses will be no more than three (3) to four (4) pages in length.

Please note: If a Consortium Plan was submitted for the previous grant cycle, 2008-2009, and the proposal was funded, a 5-Year Plan for this grant cycle is not required. Check the DWD website for a listing.

1. Consortium Plan

30 Points

Under the Perkins Act of 2006, each consortium that desires to receive a Tech Prep grant must submit an application containing a five (5)-year plan. Each consortium must also enter into an agreement with the DWD to meet a minimum level of performance for each of the performance indicators described in Sections 113(b) and 203(b) of the Act.

Realizing that some consortia may submit multiple proposals, please understand that only one five-year plan is required no matter the number of proposals submitted. The Plan, however, must be attached to each proposal submitted.

Each plan should address the following, indicating how it will:

- Provide for the effective employment placement activities or the transfer of students to baccalaureate or advanced degree programs;
- Be developed in consultation with business, industry, institutions of higher education and labor organizations;

- Address effectively the issue of school drop-out prevention and re-entry, and the needs of special populations;
- Provide education and training in an area of skill, including an emerging technology, in which there is significant workforce;
- Demonstrate how students will meet high academic and employability competencies; and
- Demonstrate success in or provide assurances of coordination and integration with basic grant funds.

2. Program Design

50 Points

Please respond to the following ten (10) questions. While it is anticipated that responses will be concise, it is also anticipated that responses will be no more than five (5) pages in length.

1. Will the program be carried out under an Articulation Agreement between participants in the consortium? List Consortium members and explain their roles. Please describe planned activities, goals and objectives of the Consortium to ensure program readiness for implementation in Year 2. (Appendix F)
2. Will the program integrate academic and career and technical education instruction? How?
3. Will the program provide technical preparation in a career field, including STEM, high-skill, high-wage or high-demand occupations? Which field? Is it a Hoosier Hot 50 Job? Why is this program needed in your community? What is the level of community support for this program?
4. Will the program lead to technical skill proficiency, an industry-recognized credential, certificate or a degree? Which? How many dual credits will the student be eligible to receive upon graduation?
5. Will the program meet the academic standards of the State? List. Please do not include a site reference.
6. Will the program link secondary and postsecondary institutions through:
 - a. a non-duplicative sequence of courses? Review www.careercluster.org for sample sequences. Provide a course sequence.
 - b. concurrent enrollment in secondary education and postsecondary coursework?
7. Will the program use work-based or worksite learning experiences in conjunction with business and all aspects of an industry? How?

8. Will the program include in-service, professional development for teachers, faculty and administrators? Discuss the plan and who will participate. How will it be shared among key personnel? How will students benefit? What other in-services, professional development opportunities are planned to ensure staff is able to provide current, in-demand knowledge and skill awareness to students.

9. Will the program include professional development opportunities for counselors? What will these include? How many counselors will be included?

10. Will the program provide equal access to individuals who are members of special populations*? How will it provide services appropriate to the needs of special populations? Discuss the recruitment activities that will be employed to attract special population students.

* Perkins' IV defines the term "special populations" as "individuals from economically disadvantaged families, including foster children; individuals preparing for non-traditional fields; single parents, including single pregnant women; displaced homemakers; and individuals with limited English proficiency."

3. Budget Narrative and Budget Form

10 Points

Each Tech Prep program proposal must include a detailed budget narrative which delineates how funds will be used.

4. Budget Form

10 Points

All proposals should include a Budget form indicating total costs of goods and services to be acquired by the project.